

BOMB THREATS

In the event of a call or notice to the effect that a bomb has been placed in a school or any other building or establishment, the following procedures are recommended:

1. Immediate evacuation of the school or buildings to at least 500 feet to a pre-determined staging area for further instructions from administration.*
 - A. Experience has shown that bombs are often placed near exits or in closets near exits; therefore, inspect exits first and identify alternate evacuation routes.
 - B. Teachers should make visual checks of their classrooms and report anything suspicious.
 - C. Teachers will be responsible for students in their area and for students in their rooms at the time of evacuation.
2. If the call was not received originally by the fire and police departments, immediate notification is required.
3. A search of the building or premises should be conducted by the police and/or fire department.
4. If a thorough search has been conducted and nothing found, the campus director should be notified by the police and/or fire department that reentry will be permitted.
5. A request for investigation of the incident should be made to the local police department.

In the event a bomb is discovered in a school building or on school grounds:

1. Evacuate the building immediately to at least 500 feet to a pre-determined staging area for further instructions for administration.
2. Do not handle or move the bomb or touch anything suspicious.
3. Have custodial staff, office clerk, and health teacher available for advice and first aid.

Any decision concerning the dismissal of school students and subsequent action after the above procedures have been followed is the prerogative of the superintendent.

*Evacuation of the building to various safe locations in a random order is preferred so that anyone threatening harm will not have prior knowledge of the evacuation route and safe areas.